

	<p align="center"><b>State of South Carolina</b></p> <p align="center"><b>Request for Proposals From S.C. Department of Administration (Admin)</b></p> <p align="center"><b>Amendment 1</b></p>	Amendment Issued: 6/21/2023 Admin Contact: Matthew C. Hall Phone: 803-737-2805 E-Mail Address: Matthew.Hall@admin.sc.gov	
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**DESCRIPTION: Admin seeks proposals for services of an independent, third-party expert, consultant, or advisor to analyze the missions, delivery models and organizational structures of all South Carolina state agencies concerned with the overall public health of the State.**

SUBMIT PROPOSAL BY **6/30/2023 11:00 AM**

QUESTIONS MUST BE RECEIVED BY **6/16/2023 11:00 AM** (See General Instructions, RFP p. 6)

SUBMIT YOUR PROPOSAL BY E-MAIL TO THE ADMIN CONTACT (Matthew.Hall@admin.sc.gov) OR TO EITHER OF THE FOLLOWING ADDRESSES:

<b>MAILING ADDRESS:</b> S.C. Department of Administration PO Box 2825 Columbia SC 29211 Attention: Matthew C. Hall	<b>PHYSICAL ADDRESS:</b> S.C. Department of Administration 1200 Senate Street, Suite 408 Columbia SC 29201 Attention: Matthew C. Hall
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ENTITY NAME (Full legal name of business)	
AUTHORIZED SIGNATURE	
TITLE (Business title of person signing above)	
PRINTED NAME (Printed name of person signing above)	DATE
MAILING ADDRESS	
CITY	STATE/ZIP CODE
TELEPHONE #	E-MAIL ADDRESS

## AMENDMENTS TO THE REQUEST FOR PROPOSALS

The Request for Proposals may be amended at any time prior to the submission date and time. All amendments to this Request for Proposals shall be in writing from Admin.

## QUESTIONS FROM PROSPECTIVE RESPONDENTS

Any prospective respondent desiring an explanation or interpretation of the Request for Proposals must request it in writing, preferably by email to Admin Contact. Any information given a prospective respondent will be furnished promptly to all other prospective respondents as an Amendment to the Request for Proposals. The identity of the potential responder posing questions will not be included in any resulting Amendment.

**The following attached questions were submitted pursuant to the deadline, as specified on the front of the solicitation and pursuant to Section III GENERAL INSTRUCTIONS of the Request for Proposals. The Questions and Answers form Amendment 1 to the RFP. Unless explicitly changed by Amendment 1, all provisions of the original Request for Proposals remain intact and effective.**

1. Question: When you mention possible privatization of certain services (if needed). Has there been any work or recommendations to do so in the past? If so, for what departments and/services?

**Answer: There has not been appreciable privatization of state operations for the agencies listed in the scope of work. This is particularly the case for behavioral health.**

2. Question: Current Environmental Health programs were not mentioned in the RFP. Can you please explain what the expectation is regarding these programs in relation to this study?

**Answer: Environmental Health programs are part of the current DHEC structure and will be part of the successor entities to DHEC.**

3. Question: The number of engagements/meetings for departments and identified populations was not specified. Can you please explain the state's preference for this?

**Answer: The number of meetings will be driven by need. The selected contractor must assess this need as part of its efforts to determine the current structure, mission, delivery model, etc. of each agency. The selected contractor must also make a similar assessment with regard to the agencies' client populations.**

4. Question: Are engagements/meetings for departments and identified populations expected to be in-person or virtual?

**Answer: It is expected that some meetings will have to be in-person while some may be held virtually. If an entity intends to hold virtual meetings, the capacity to do so should be explained in their response.**

5. Question: Will the state help assure that other applicable Departments engage with the consultant?

**Answer: Yes.**

6. Question: How will the proposal be weighted/scored?

**Answer: Generally: Qualifications and Experience – 40%; Ability to Accomplish Scope of Work – 40%; Fee Structure – 20%. But responding entities must consider the information provided in subsection (b) of the FEE STRUCTURE provision in Section IV of the RFP (p. 8 of 11) when considering its proposed fees. Admin reserves the right to base its ultimate consideration of a proposal on its cost relative to Admin’s budget for all its duties under the Act.**

7. Question: If the consultant currently has work being done in SC, can we use those current SC Dept. clients as references?

**Answer: Yes**

8. Question: The RFP requests that the following information be submitted by applicant: COVER SHEET AND PROPOSAL: “Provide a proposal describing how your entity will satisfy the requirements contained in the above Scope of Work including a detailed explanation of how your entity intends to approach the requirements for organizing meetings with various state agencies and client populations served by State agencies providing public health services.” ABILITY TO PERFORM: “The narrative should include the overall strategy, methodology, and technical approach you intend to employ throughout the process.” Can the state differentiate these two requests?

**Answer: The COVER SHEET AND PROPOSAL portion of Section IV of the RFP is a general description of what an entity’s proposal should address. The ABILITY TO PERFORM section is seeking a more detailed description.**

9. Question: On page 4, the RFP references “each existing state agency performing public health services in this State.” Could this include agencies beyond “DHEC and its successor entities, the Department of Mental Health, the Department of Alcohol and Other Drug Abuse Services, the Department of Disabilities and Special Needs, and the Department on Aging.” For example, could this include the Department of Social Services, which administers nutrition programs?

**Answer: Yes. The Contractor must analyze the missions and delivery models and make recommendations for the agencies listed in the scope of work. However, it is not limited to those agencies and Contractor may also make recommendations regarding any agency or service it believes necessary to improve health services delivery in the State.**

10. Question: On pg. 4, the RFP states: Structural changes to be analyzed and considered include, but are not limited to, reorganizations or mergers of existing health agencies, or divisions or components thereof, as well as the establishment of any new health agencies or the privatization of services currently provided by existing health agencies. By “health agencies,” is the state referring to existing state agencies performing public health services? If not, how does the state define “health agencies”?

**Answer: The RFP is referring to existing agencies and any agency that the selected contractor recommends should be established to deliver public health services in this State. The Act refers to agencies “concerned with the overall public health of the State.” Also, see response to question 9.**

11. Question: Page 3, Introduction. The proposal states “the analysis must include, but not be limited to...”. Can the DOA further define the other agencies that the analysis should include?

**Answer: See response to question 9.**

12. Question: Page 4, Services, Section 2. How many employees are within scope for the Organizational Design component? How many different functions are there to be considered? How many sites and/or office locations are there to be considered within the DEHC and its successor agencies?

**Answer: Under subsection (A)(1) of Section II SCOPE OF WORK, the selected contractor will determine the current mission, delivery model, and organizational structure of each existing state agency performing public health services in this State.**

13. Question: Page 4, Services, Paragraph a. In addition to the Admin team, is there a leadership team from DHEC and other health agencies that vendors will be working with to document the current state and target state structure? How involved does the State foresee leadership in the development of the target state?

**Answer: Yes, the selected Contractor will be working with leadership teams from DHEC and other health agencies. Section 13(B) of Act 60 states that any agencies identified as being subject to the analysis shall provide all information requested and fully participate as requested and required.**

14. Question: Page 4, Services, Paragraph a. Has DOA allocated resources to assist the contractor with this effort to coordinate with the public agencies?

**Answer: See response to question 5.**

15. Question: Page 8, Ability to Perform, Paragraph a. Is the use of offshore and/or nearshore teams permitted? If so, is there any limit to what capacity offshore and/or nearshore team members can support or do?

**Answer: The extent to which an entity intends to use offshore and/or nearshore teams will be taken into consideration in evaluating proposals.**

16. Question: Page 4, Services, Paragraphs a, b. In addition to the internal state agencies and client populations, are there any Third Party providers that sit between the agencies and client populations that we should consider as part of the focus groups?

**Answer: Yes. The Contractor should consider service providers that interact with client populations. For example: hospitals, physicians, contracted service providers and other stakeholders representing the provider community (i.e., provider associations).**

17. Question: Page 4, Services, Paragraph b. How are the focal client populations comprised, and is there a current protocol in place to reach out to the client populations to schedule and facilitate focus groups?

**Answer: Generally, the client populations fall within the services offered by each agency though there is significant overlap among agencies. Though we are not aware of specific existing protocols to reach client**

**populations, each respective agency should have the experience and capability to assist the Contractor in scheduling focus groups.**

18. Question: Page 4, Services, Paragraph b. Does the State have any existing tools/methodologies to outreach to citizens to obtain their feedback/input? If so, will the contract be able to leverage these tools?

**Answer: Each state agency may have tools/methodologies in how they collect feedback from their respective client populations. In meeting with agencies, the Contractor will have an opportunity to inquire about and ascertain which agencies may or may not have such tools/methodologies and whether any such tools/methodologies could be leveraged. Ultimately, it will be the responsibility of the Contractor to determine the appropriate methods to utilize (and develop its own methodologies as necessary) to successfully perform all duties required by "Section II. SCOPE OF WORK" in the RFP.**

19. Question: Page 4, Services, Paragraphs a, b. What is the State's expectation for on-site presence? If on-site is desired, will space be provided by the State for meetings with state agencies and client focus groups?

**Answer: The on-site presence required is to be determined. It is expected that the selected contractor will be available for all needed on-site efforts. Admin will make space available for meetings.**

20. Question: Can you provide more information about the evaluation criteria for selecting the winning proposal, particularly in terms of the expertise and qualifications required from the independent public health consultant firm? Elaborating on the scoring sections (including associated points help clarifying weighting of prioritizing sections)

**Answer: See response to question 6.**

21. Question: How will the Department of Administration ensure that the selected consultant firm has a proven track record in successfully conducting similar public health projects and delivering measurable outcomes and is also nonpartisan? What is the Department of Administration's definition of independent?

**Answer: Admin will review proposals, check references, perform interviews, etc. "Independent" should be understood to encompass its plain and ordinary meaning.**

22. Question: What specific resources and support will the Department of Administration provide to the independent public health consultant firm to ensure the success of the project, such as access to relevant data, collaboration with stakeholders, Memorandums of Understanding or Memorandums of Agreements with coordinating government agencies, and necessary infrastructure?

**Answer: See responses to question 5 and question 19. Admin will facilitate collaboration with government agencies as needed.**

23. Question: Could you elaborate on the timeline and milestones for the project, including any expected deliverables and the desired outcomes that the Department of Administration aims to achieve through this initiative?

**Answer: Deliverables and timelines have been set out in Section II A. SCOPE OF WORK to the extent possible at this time. The selected contractor should be mindful of the TIME IS OF THE ESSENCE clause in Section VII TERMS AND CONDITIONS.**

24. Question: Will the Department of Administration require the independent public health consultant firm to demonstrate the ability to engage and communicate effectively with diverse communities and stakeholders, as well as address any potential cultural or language barriers that may arise during the project implementation?

**Answer: These are factors to be taken into consideration in the evaluation of proposals.**

25. Question: Are their preferred methods for stakeholder engagement and collaboration for data collection? Understanding your expectations in this area will enable us to establish effective partnerships with key stakeholders throughout the project.

**Answer: The state does not prescribe a specific method. The Contractor is responsible for developing the most effective method.**

26. Question: Where can the optional written reference survey mentioned on page 7 of the RFP be found?

**Answer: Admin will develop any written survey it deems necessary.**

27. Question: Where can the optional written reference survey mentioned on page 7 of the RFP be found?

**Answer: See response to question 26.**